



DEPARTMENT OF THE NAVY  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
4301 PACIFIC HIGHWAY  
SAN DIEGO, CA 92110-3127

SPAWARINST 5215.3E  
SPAWAR 07-51  
20 February 1998

SPAWAR INSTRUCTION 5215.3E

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR DIRECTIVES SYSTEM

Ref: (a) SECNAVINST 5215.1C W/4 changes  
(b) SPAWARINST 5402.1M  
(c) SPAWARINST 5510.3H  
(d) SPAWARINST 5215.4F

Encl: (1) Processing Procedures in Preparation and Review of Directives  
(2) Directives Checklist

1. Purpose. To update procedures and responsibilities for administering the Space and Naval Warfare Systems Command (SPAWAR) Directives System.

2. Cancellation. SPAWAR Instruction 5215.3D is cancelled.

3. Definitions. Reference (a) provides the following definitions:

a. Directive. An official document that establishes policy, organization, conduct, method, or procedure and requires action or sets forth information essential to the effective administration or information that must be issued formally. Two of the most common types of directives are instructions and notices.

b. Instruction. Contains authority or information which has continuing reference value or requires continuing action. It remains in effect until superseded or otherwise cancelled by the originator or higher authority.

c. Notice. Has the same force and effect as an instruction, but it contains material which is a "one time" or a passing nature. Notices include a cancellation date, and in instances where there is a contingent provision, a cancellation contingency paragraph is required. They usually remain in effect for less than six months, but never longer than one year.

4. Policy. It is the policy of Commander, Space and Naval Warfare Systems Command that implementing and administering the SPAWAR directives system policies and procedures will be followed as per references (a) and (b).

## 5. Responsibilities

a. The Corporate Administrative Development and Policy Division, Support Services (SPAWAR 07-51) is responsible for administering the SPAWAR Directives System and will:

(1) Review all proposed SPAWAR directives prior to clearance and approval for conformance with records management standards per reference (a). The review will be for the proper type of release, format and arrangement and for following SPAWAR and higher level directives management policy. Provides guidance, assistance and training to SPAWAR personnel as required during drafting and preparation.

(2) Review and route all current external directives addressed to SPAWAR. External directives are those originated by other commands and agencies.

(3) Assign subject classification and identification numbers.

(4) Maintain the official case (history) file of SPAWAR directives.

(5) Conduct review of each SPAWAR directive during its anniversary month.

(6) Publish semiannually an index of current SPAWAR directives.

b. Program Directors/Managers, Directorate Heads and Heads of Staff Offices will ensure that:

(1) Directives are prepared according to the requirements of reference (a) and this instruction.

(2) Current policies, programs, and procedures are adequately covered by the proper directives.

(3) Only those directives that are necessary for the efficient economical administration of assigned tasks are sent for publication.

(4) Proposed directives include copies of references and other pertinent documents necessary to facilitate review and issuance.

(5) Directives originated by their organizational units are reviewed on their anniversary date for currency and appropriateness.

(6) A file of directives on which they are an addressee is maintained.

(7) Directives are signed at the proper organizational level as required by reference (b).

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(8) Directives that are seven years old from the date of issuance are revised or cancelled. This seven-year revision or cancellation requirement applies to all directives. The originator of the instruction must request exception or extension to this requirement, by submitting a justification for retention via SPAWAR 07-51, to officials authorized to sign directives. This extension gives the issuing authority a six-month grace period to take positive action.

c. SPAWAR Systems Centers (SSC), when initiating instructions, will follow the procedures established by reference (a).

## 5. Administration

a. Security Classification. Security classification marking and downgrading procedures are contained in reference (c).

b. Distribution List and "Copy to." Originator will show desired internal distribution and "copy to" using distribution lists described in reference (d), and external distribution using Standard Naval Distribution List (SNDL) numbers.

c. Reports and Forms. Reports and Forms required by SPAWAR directives must be reviewed by SPAWAR 07-51.

d. Standards. All SPAWAR directives will be prepared following the standards in reference (a).

e. Brief Sheet. Directives often contain voluminous reference data, significant decisions or policy statements, or controversial issues. A correspondence brief sheet should be included in the directives package when it is forwarded for signature. When directives are being revised the following must be included:

(1) A brief description of the significant changes, additions, or deletions and what caused the change or addition, such as the revision of higher echelon directive, changes in organization structure.

(2) Where practical a copy of the revised directive with all changes and additions highlighted with a yellow marker must be attached to the brief sheet. This will speed the signature process.


## f. Procedures

(1) Enclosure (1) outlines procedures for processing all proposed SPAWAR directives.

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(2) Enclosure (2) is to be used for a Directives Checklist and must be included beneath the brief sheet. This enclosure will be provided electronically under the SPAWAR Corporate Intranet.

6. Action. Addressees will follow the above provisions and requirements.



G. F. A. Wagner  
Rear Admiral, U.S. Navy

Distribution:  
SPAWAR Lists 5 and 6  
SNDL Part II (3 copies each)  
FQK (SPAWARSYSCENS)

# PROCESSING PROCEDURES IN PREPARATION AND REVIEW OF DIRECTIVES

	Originator	Program Dir/ Mgr, Directorate Head and Head of Staff Office	SPAWAR 07-5	SPAWAR 00/09 Signature
1. a. Prepares single spaced draft in standard format. Includes necessary references, comments and brief sheet. b. Forwards to Program Director/Manager, directorate Head or Head of Staff Office for preliminary approval with necessary references.	①	②		
2. Disapproves/Approves draft and returns to originator.				
3. a. Draft is distributed for review and comments. b. Submit draft copy via e-mail to lordd@spawar.navy.mil for review and final format.	③			
4. a. Performs review. b. Types in final format. c. Returns draft copy with comments to originator.		④		
5. a. Performs final review before submitting for signature. b. Submits to Commander/Vice Commander for signature via 07-5.	⑤			
6. a. Reviews final document and forwards for signature. b. Signature authority is defined in SPAWARINST 5402.1M		⑥		
7. a. Signs and returns to 07-5. b. If action other than signature is decided upon SPAWAR 07-5 is informed.				⑦

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# DIRECTIVES CHECKLIST

		Yes	No
<b>1</b>	<b>Program Directors/Managers, Directorate Heads and Heads of Staff Offices concurrence?</b>		
<b>2</b>	<b>Format O.K.? Type of directive, paragraphing, major grammar errors?</b>		
<b>3</b>	<b>Possible Conflict with or duplication of another directive</b>		
<b>4</b>	<b>Proper codes listed for staffing?</b>		
<b>5</b>	<b>Time allotted for procurement of forms?</b>		
<b>6</b>	<b>Forms and/or reports cleared?</b>		
<b>7</b>	<b>Time allotted for staffing reasonable?</b>		
<b>8</b>	<b>Adequate distribution? (internal and external)</b>		
<b>9</b>	<b>SPAWAR activities or other SNDL codes involved?</b>		
<b>10</b>	<b>Correct security markings? (numbers, downgrading, espionage paragraphs)</b>		
<b>11</b>	<b>Reasonable cancellation date for notices?</b>		
<b>12</b>	<b>Does directive contain cancellation paragraph concerning previous instructions &amp; notices?</b>		
<b>After Staffing</b>			
<b>1</b>	<b>All staffing codes reply?</b>		
<b>2</b>	<b>Comments pertinent to directive resolved?</b>		
<b>3</b>	<b>Copy of comments retained when forwarded to originator?</b>		
<b>Ready For Signature</b>			
<b>1</b>	<b>Proofread for errors?</b>		
<b>2</b>	<b>Have comments been included or is explanatory note attached</b>		
<b>3</b>	<b>Copy of references attached?</b>		
<b>4</b>	<b>Stocking point typed on directive? (if required)</b>		
<b>5</b>	<b>Brief Sheet required and/or attached?</b>		
<b>6</b>	<b>Can directive be signed functionally rather than SPAWAR 00/09?</b>		
<b>Remarks</b>			